

Event Vetting

Government employees, particularly high-level officials like United States Attorneys, are subject to ethical restrictions governing the types of events they may attend. Some restrictions relate to benefits, including luncheons, dinners and tokens of appreciation, they may accept. Other restrictions relate, among other things, to participation in events that are sponsored by persons who do business with or lobby the Government; that have a fundraising component; where it may appear that official attendance is being used to promote the event or the sponsor; or where elected officials may be in attendance. To assist us in vetting compliance with government ethical restrictions, we would appreciate it if you could provide the following information. If you do not have specific information for each response, please provide such general or descriptive information as you currently have. Please do not hesitate to call me at (b)(6), (b)(7)c or e-mail me at (b)(6), (b)(7)c to discuss this.

- Name, date and time, and location of event.
- Format of event (*e.g.*, cocktails; presentations; speeches; and/or meal).
- Estimated cost per attendee of event.
- Are any attendees being charged to attend the event? If so, who (in general) is being offered free attendance, and who is expected to pay?
- Name of entity extending the invitation and link to web site (if any).
 - Does the entity extending the invitation engage in lobbying?
- Sponsor of event if different from above.
 - Does the sponsor of the event engage in lobbying?
- Names of additional entities that will be recognized for sponsorship or support of the event.
- How many persons are expected to attend?
- Demographics of expected attendees (*e.g.*, lawyers; law enforcement; business leaders; students; etc.)
- Are any elected officials expected to attend and, if so, what is their expected role?
- Fundraising: component (*e.g.*, programs; dinner ticket price)
 - o Via dinner tickets or advance tickets to the event? Please describe.
 - o Via program advertisement or similar advance solicitation? Please describe.
 - o Will there be any solicitation of funds at the event? Please describe.

- Expected role of U.S. Attorney (*e.g.*, simple attendance; remarks; speech)
- Any special seating arrangements for U.S. Attorney (*e.g.*, dais, general seating—depending on the nature of the event, the U.S. Attorney may or may not be able to accept “dais” seating.)
- Please describe what if any award/presentation the U.S. Attorney will receive
 - ☐ nothing
 - ☐ plaque or other memento of little intrinsic value
 - ☐ other. Please describe, including its value: _____
- Promotion of the event: please provide a copy of or link to the invitation/promotional material for the event (or if not available, for the prior year’s event).